**Step | Action**

**Navigation: eProcurement – Manage Requisitions**

1. A **Change Order** is a request to modify an existing Purchase Order. Most **Change Orders** are requested due to an additional need in quantity or amount for an existing PO.

   **Hint:** **Change Orders** cannot be processed on orders from the OU Marketplace. Contact the Marketplace supplier directly for any changes/issues with an order.

2. **Change Orders** are usually prompted by the inability to properly receive on an existing order or by a notification of a match exception. Match exceptions are prompted when information doesn’t match between the Purchase Order and invoice.

3. To process a **Change Order**, click on the **eProcurement** tile on the **Home Screen** and select **Manage Requisitions** on the left side menu or use the **NavBar** and select **Navigator > eProcurement > Manage Requisitions**.

4. Locate the requisition that needs to be changed. Note that the default search screen in Manage Requisitions will only show requisitions from the last week. Enter the **Requisition ID** if known or update the **Date From** and **Date To** field to locate the correct requisition. Click **Search**.

5. Once the requisition has been located, click the **drop-down menu** and select **Edit**. Then click the **Go** button.

6. You will receive a pop-up notification that the requisition is in approved status and that any updates will restart the approval process. Click **OK**.
7 Under Edit Requisition, click on the Description of the line that needs to be updated.

8 You will be returned to the original entry screen where the Price and Quantity can be updated. Click Apply once the changes are made.
To add a new line to the requisition, click the **Add More Items** button.
10 Click **Special Requests** and add in the order details like you’re creating a new requisition. However, note that your previous lines are still available in your cart.

11 Click **Add to Cart** once complete.

12 Once the additional goods/services have been added to your cart, click the **Checkout** button to be returned to the updated requisition.
13. Once the requested changes have been made, click on **Check Budget** at the bottom of the screen.

![Check Budget](image)

14. You will receive a pop-up notification stating that this action will restart the approval process. Click **OK**.

![Message](image)

15. Once the **Budget Checking Status** shows **Valid**, click on **Save & Submit** to process the **Change Order**.

![Save & Submit](image)

16. Note that if the **Change Order** was created as a result of a match exception, the match exception will automatically clear once the **Change Order** is fully approved. The PO invoice will then be paid.